HOW TO: REGISTER ON THE MATCHBOX PLATFORM

Helpful Hints
- **Each attendee should be registering for only themselves and not for anyone else** - **The "Continue Shopping" button at the end of the registration process should not be considered a call-to-action**

Registration Steps:

1. From the registration form, select the item to purchase (example used here: PTA Convention & SLI)

2. Add the select item to your cart

3. Review order and proceed to checkout

4. Select "Sign up" on log in page
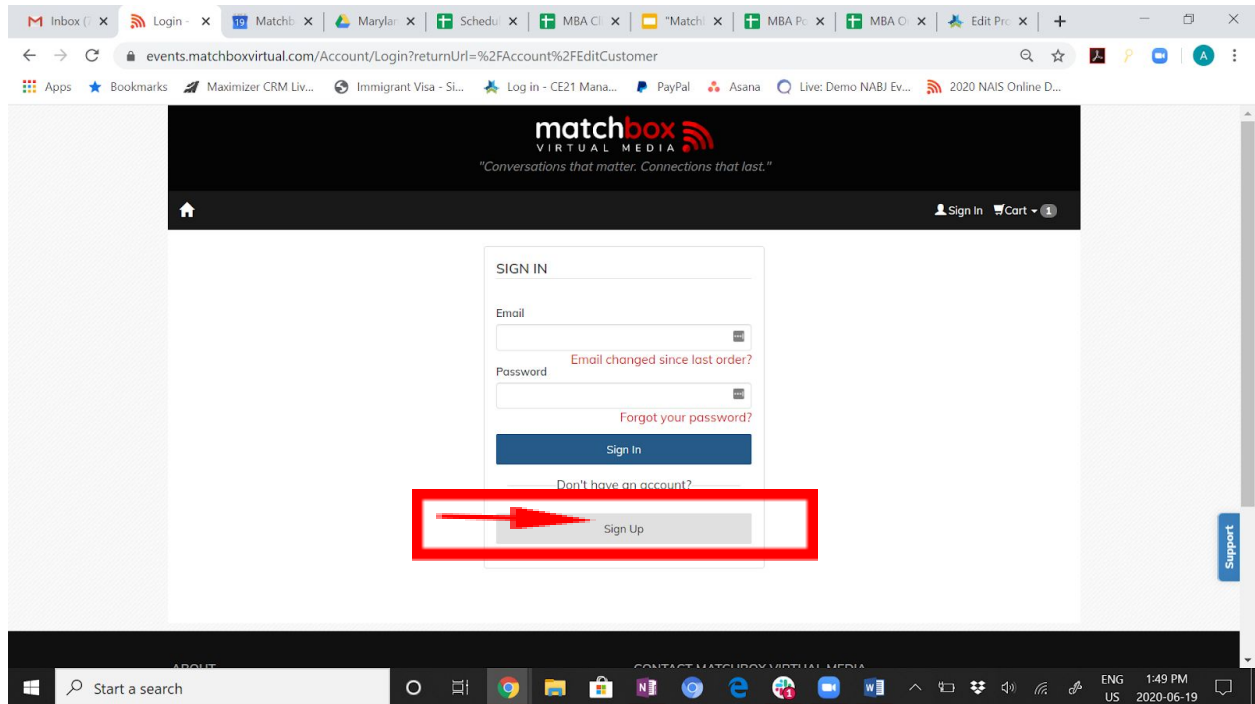
5. Fill out the sign up form and select "Register"
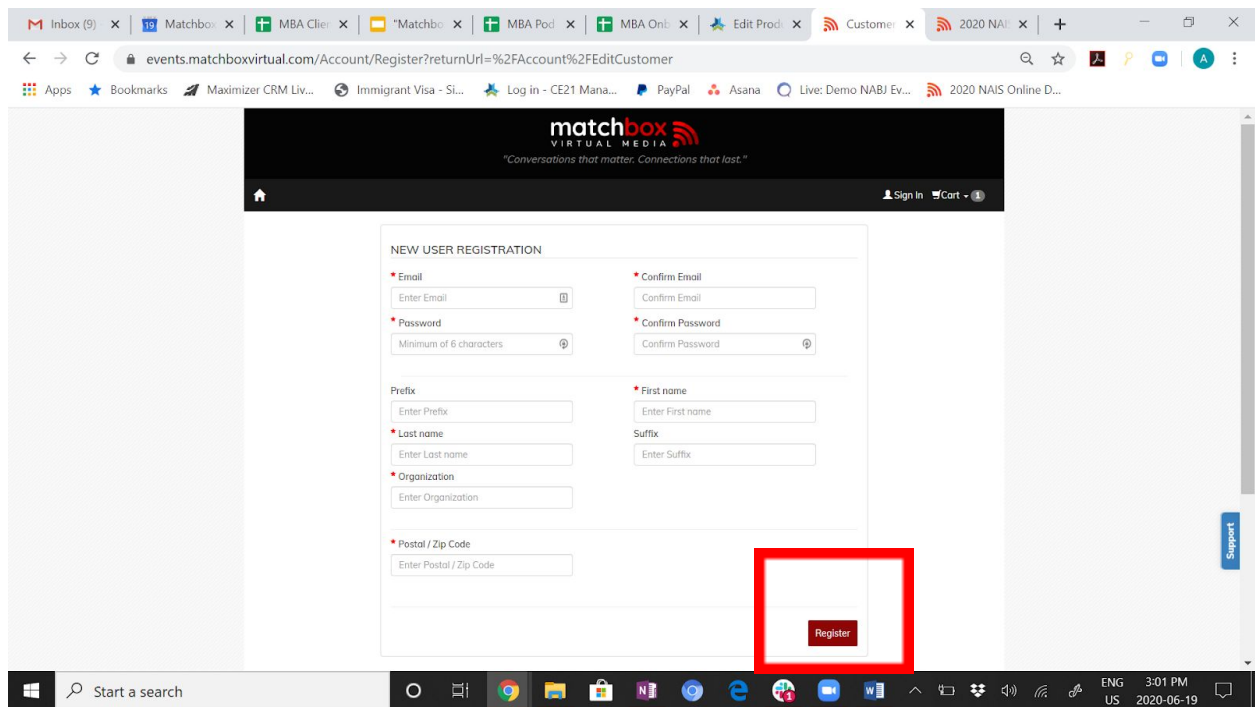
6. Enter Discount Code (if applicable) then select "Continue"

7. Select "Continue"

8. Enter payment information and complete order
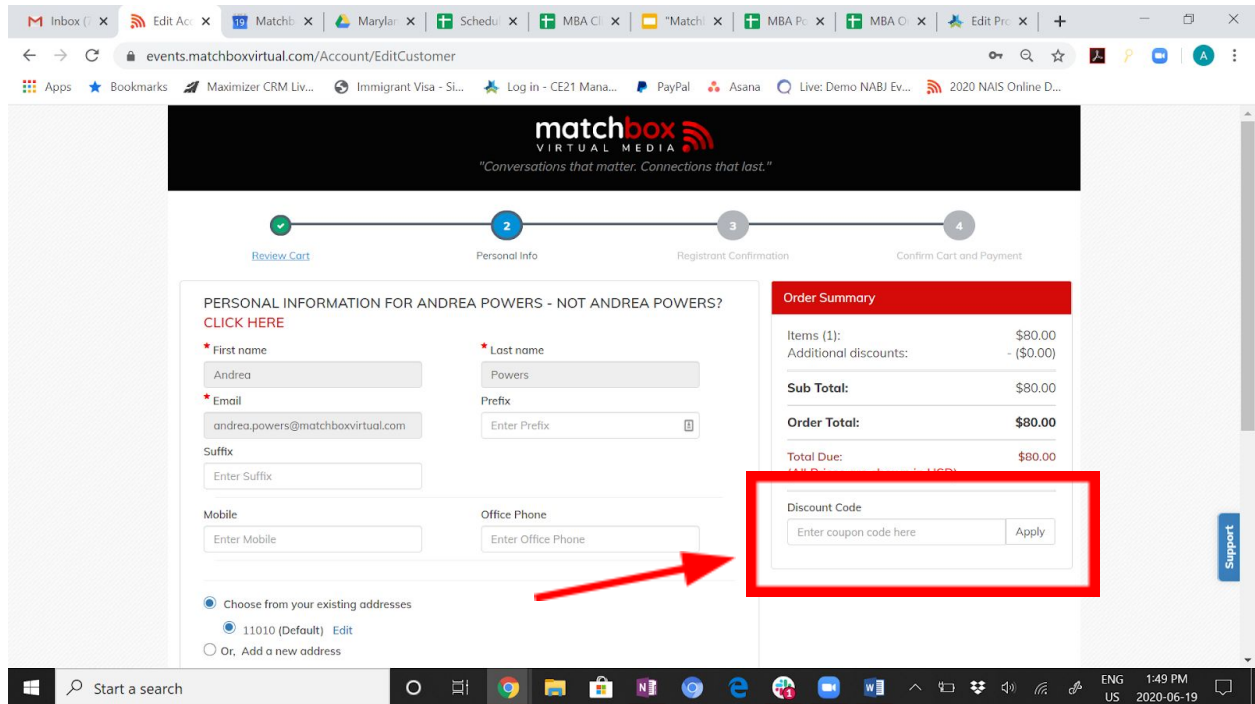

matchbox
VIRTUAL MEDIA
"Conversations that matter. Connections that last."

Review Cart — Personal Info — Registrant Confirmation — Confirm Cart and Payment
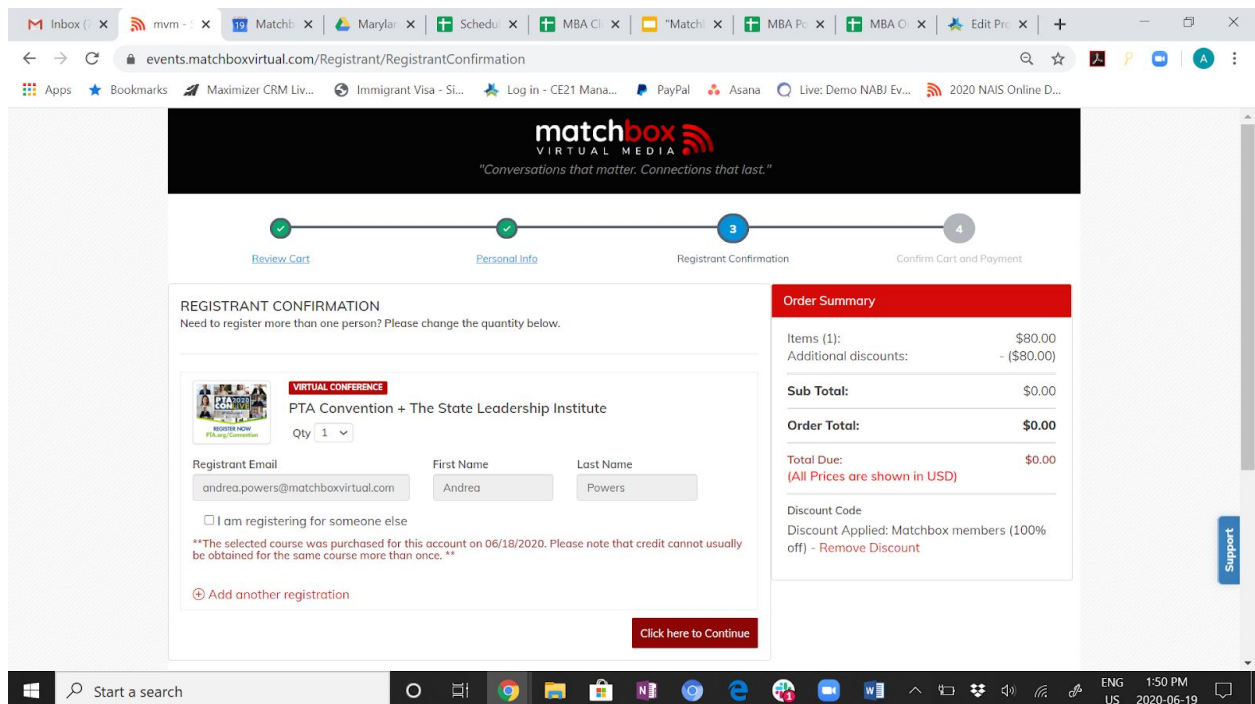
Item		Price	Qty	Total
	VIRTUAL CONFERENCE PTA Convention + The State Leadership Institute	$80.00	1	$80.00

Edit Cart

Order Summary

Items (1):	$80.00
Additional discounts:	- ($0.00)
Sub Total:	$80.00
Order Total:	**$80.00**
Total Due: (All Prices are shown in USD)	$80.00

Gift Card

Enter gift card code here | Apply

Discount Code

Enter coupon code here | Apply

CONFIRM CART AND ADD PAYMENT INFORMATION (BELOW)

* Name on Card
Andrea Powers

* Credit Card Type
--Select Card Type--

* Credit Card Number

* Expiration Month
1- January

* Expiration Year
2020

* CVV

⦿ Choose from your existing addresses
   ⦿ 11010 (Default) Edit
○ Or, Add a new address

If you would like a copy of your receipt sent to another email, enter it here.
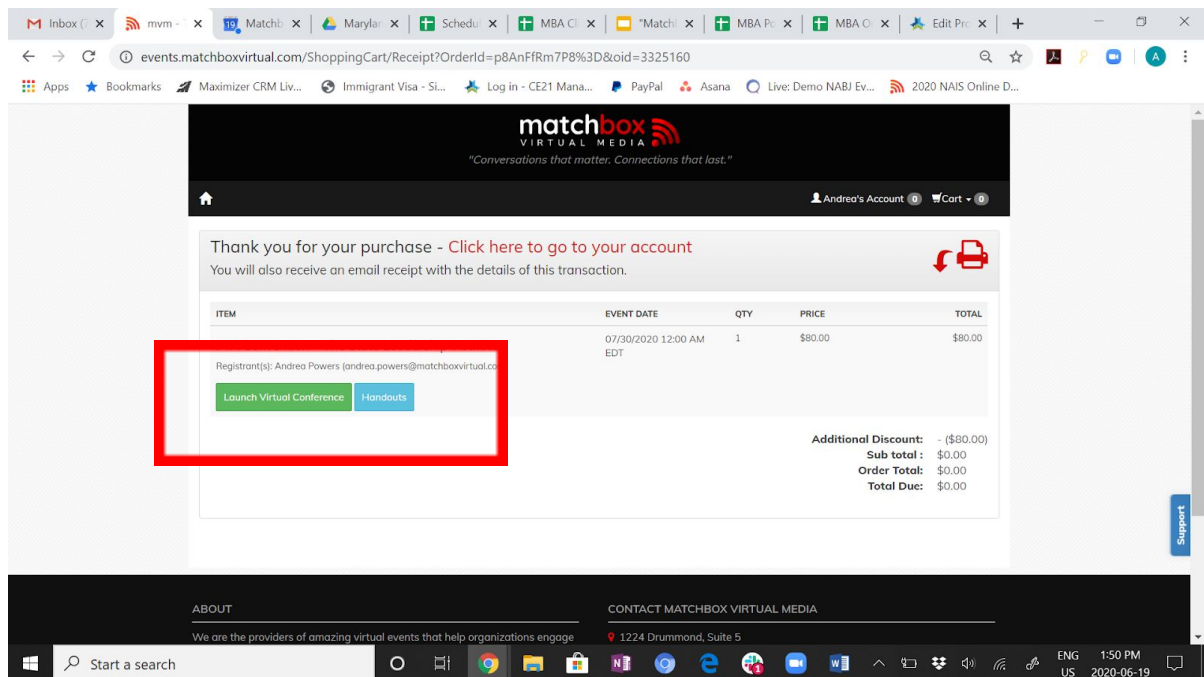Additional Receipt Email

Click here to complete this order

9. Confirm payment and complete order
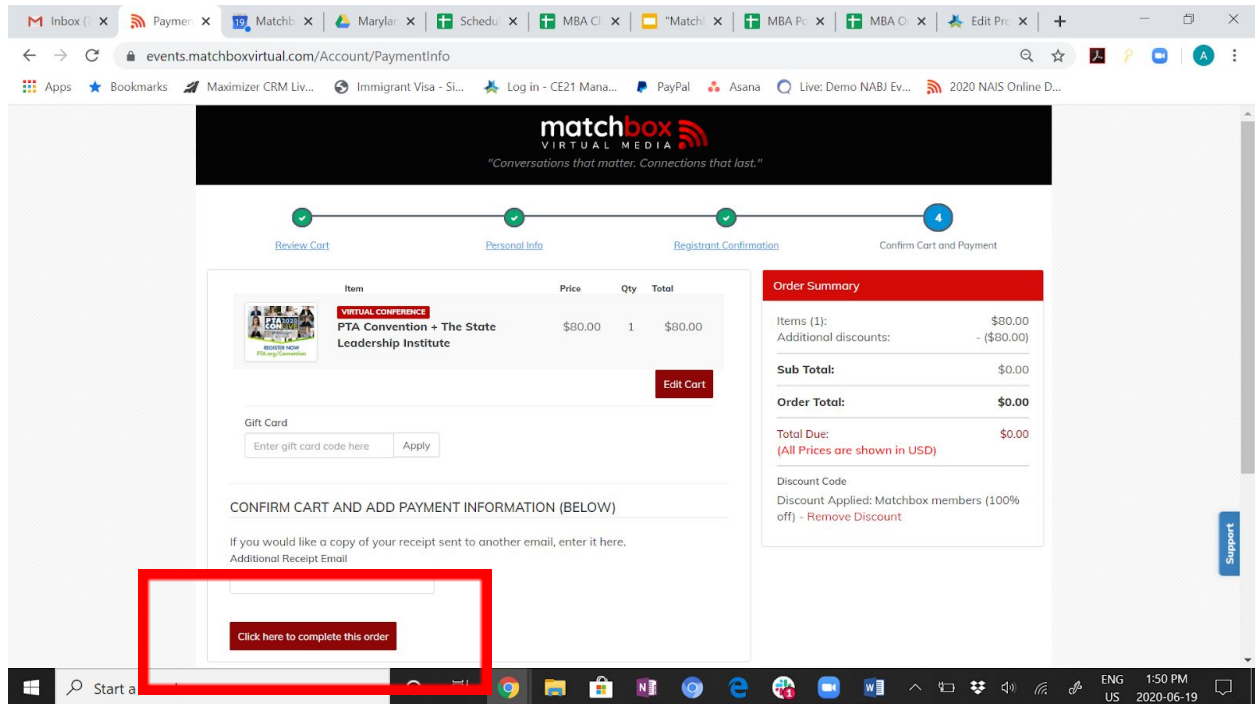
10. Automatically brought into event platform, click "Launch Virtual Conference" (All of the events associated with the registration will be present as delineated line items)

11. Welcome to the virtual conference!